

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

**DETERMINATION AND FINDINGS FOR
SINGLE AVAILABLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency
Caption: Supervisory Training
Proposed Contractor: Marsha Salus
Contract Number: RQ806877
Expiration: September 30, 2013

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA, Agency), has a need for an instructor to provide training for supervisors on CFSA policies and procedures with minimal mobilization.

3. ESTIMATED FAIR AND REASONABLE COST:

\$29,250.00

**4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE
PROCUREMENT:**

- a) CFSA provides important services to promote the safety and well-being of children and families. The Agency coordinates public and private partnerships to preserve families through foster care, adoption, and child welfare services, and to protect children against abuse or neglect.
- b) CFSA provides training to the new supervisors and private agencies. The proposed contractor, Marsha Salus, currently provides the training to CFSA staff. The training, Mastering the Art of Supervision in Child Welfare, is mandatory for all new supervisors. The training consists of 12 sessions.

- c) A market survey was not performed, since the desired training is copyrighted and is already being used by CFSA.

Therefore, it is in the best interest of CFSA to procure the services, via sole source, from Marsha Salus, the current and only vendor that possesses the unique and singularly available capability deemed essential to meet CFSA's important services to promote the safety and well-being of children and families and to protect children against abuse or neglect in the District.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

Date

Brenda Donald, Director
Child and Family Services Agency

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

Date

Tara Sigamoni
Agency Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Contracting Officer